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26 October 1983

MEMORANDUM FOR: Requirements and Technology
Acquisition Working Group

FROM: [REDACTED] Chairman

SUBJECT: Minutes of 20 October 1983 Working Group Meeting

1. The Requirements and Technology Acquisition Working Group met on
Thursday, 20 October 1983. Participants included [REDACTED]

2. [REDACTED] convened the meeting, introducing his new deputy Rich
[REDACTED] and asking for corrections to the minutes of the 6 October meeting.
No corrections were noted. [REDACTED]

3. [REDACTED] gave a brief account of his presentation of the
group's charter to the ISB. He received little feedback, and the group has
no follow-up action on the charter. [REDACTED]

4. [REDACTED] raised the issue of the requirements organization
that [REDACTED] proposed at the last meeting. [REDACTED] handed out copies of
relevant Headquarters Regulations, making the point that much of what we
were discussing was already adequately covered, at least in theory. Why
then didn't Mr. Brigg's simply turn to his responsible managers and tell
them to fix whatever was working badly. [REDACTED]

5. [REDACTED] remarked that people are doing more things for themselves,
so we need some sort of centralized policy review board to tie everything
together. Moreover, the requirements process has to be tied to the budget
process. [REDACTED]

6. [REDACTED] felt that the ADP people in the Planning Staff and in the
Comptroller's Office should provide whatever central coordination was
required. Others felt that some additional staff were required to produce
well-formed requirements. After that, the requirement could be handled

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25X1 within the existing system. The key appears to be how small requirements can be handled without bogging down the system, while large requirements (either single large requirements or many small requirements that in the aggregate are large) receive the amount of review and attention they deserve. [REDACTED]

6. The next meeting of the working group is scheduled for Thursday, 3 November 1983, at 1030 in Room 6D49 Hqs. The agenda for that meeting, which is scheduled for 60 minutes, is as follows:

- a. Approval of minutes of the previous meeting.
- b. Miscellaneous old business.
- c. Discussion of a requirements implementation strategy. [REDACTED]

25X1 O/Compt/IHG [REDACTED] (26 Oct 83)

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